

# COVID-19 Vaccine Data Dashboard

Local Health Entity User Guide

12/10/2020

# Overview

- **Purpose**

- The **COVID-19 Vaccine Data Dashboard** allows Local Health Entities to monitor their region's vaccine allocations, distribution supply, and administration metrics.
- The following slides outline the necessary steps that Local Health Entities need to take to access their Vaccine Distribution Dashboards
  - **Please note:** Local Health Entities who are also COVID-19 Vaccine Providers will have access to two Dashboards, one for viewing their regional vaccine metrics and one for viewing their individual provider vaccine metrics. If your organization also serves as a COVID-19 Vaccine Provider, please reference the [COVID-19 VAOS - Provider User Training Guide](#) for instructions on how to use the Vaccine Allocation and Ordering System (VAOS) to access your Provider Dashboard.

- **Audience**

- Local Health Entities



Texas Department of State  
Health Services

# Understanding your Dashboard

As a Local Health Entity, your dashboard provides data for your region for **three areas of vaccine management**:

1. Your region or jurisdiction's COVID-19 vaccine allocations
2. The supply of COVID-19 vaccines in your region or jurisdiction
3. The doses of COVID-19 vaccines administered in your region or jurisdiction

The following slides provide an overview of how to access your dashboard.



Texas Department of State  
Health Services

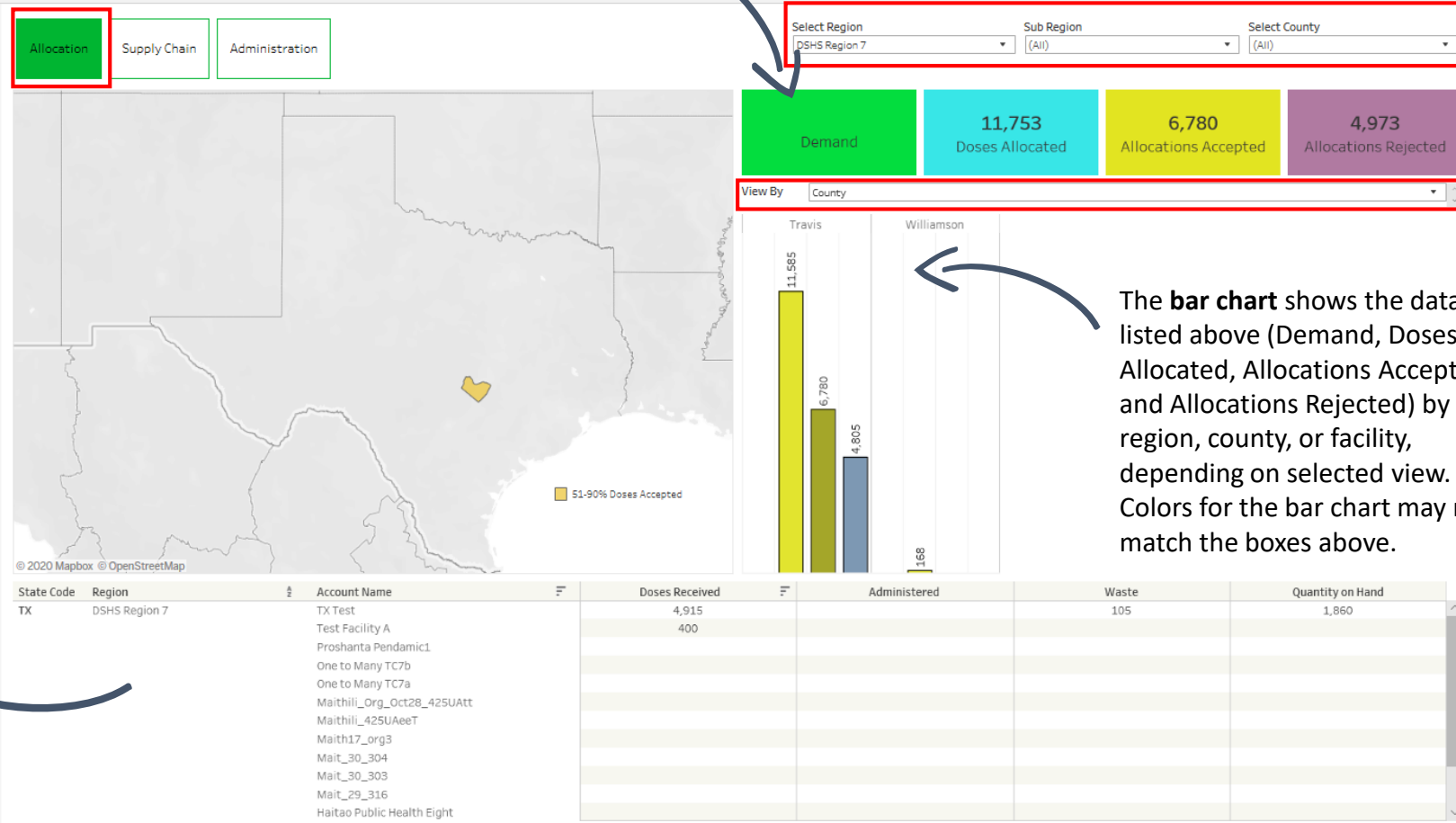
# Access Dashboard

# Accessing the Dashboard

1. You received two emails from [COVID19VACMgmt@dshs.texas.gov](mailto:COVID19VACMgmt@dshs.texas.gov) on November 22-23 with the subject lines *COVID-19 Vaccine Management Dashboard*.
2. One email contains the steps required to access your COVID-19 Vaccine Allocation & Ordering System (VAOS) dashboard.
3. The second email from [COVID19VacMgmt@dshs.Texas.gov](mailto:COVID19VacMgmt@dshs.Texas.gov) contains a temporary password.
4. Click [this link](#) to access the log in page for your dashboard. Save this link to access the dashboard in future visits. Enter the username and password from these two emails.
5. The first time you log in, you will be prompted to change your temporary password.

# Allocation Data

Please note that **Demand** will be blank at the beginning of the COVID-19 vaccine distribution process because Providers are not yet able to order vaccines.



In the lower half of your dashboard, you can view metrics by provider, listed below **Account Name**.

You can filter your dashboard and data table to view only data from specific **Regions, Sub Regions, and Counties**.

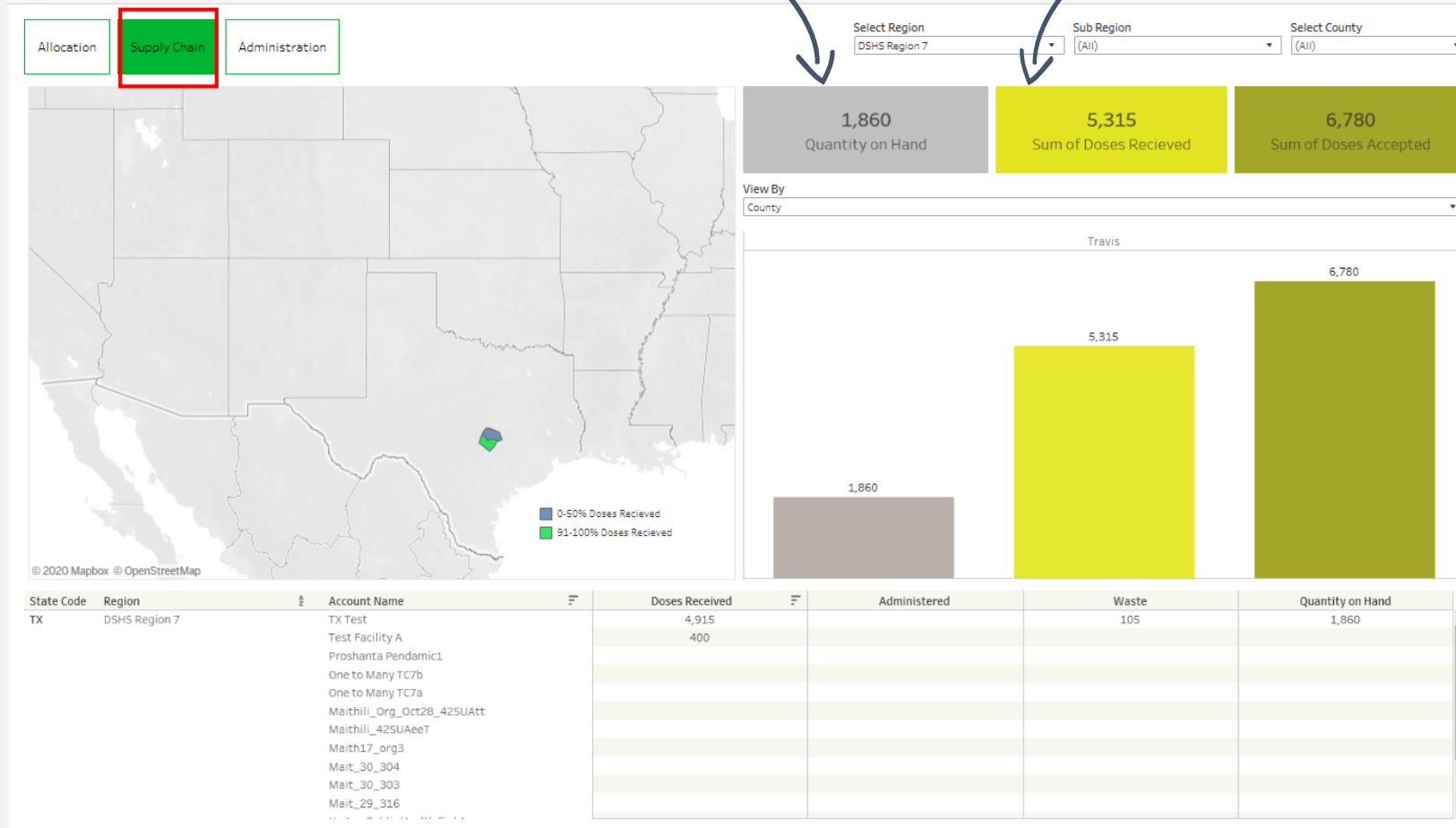
The **bar chart** shows the data listed above (Demand, Doses Allocated, Allocations Accepted, and Allocations Rejected) by region, county, or facility, depending on selected view. Colors for the bar chart may not match the boxes above.

You can also view your data in a bar chart by **Region, County, or Facility**.

# Supply Chain Data

**Quantity on Hand** corresponds to the total number of doses of COVID-19 vaccine currently in providers' inventory

If the **Sum of Doses Received** field is lower than **Sum of Doses Accepted**, it means that there are doses which have not yet been shipped or are currently in transit.

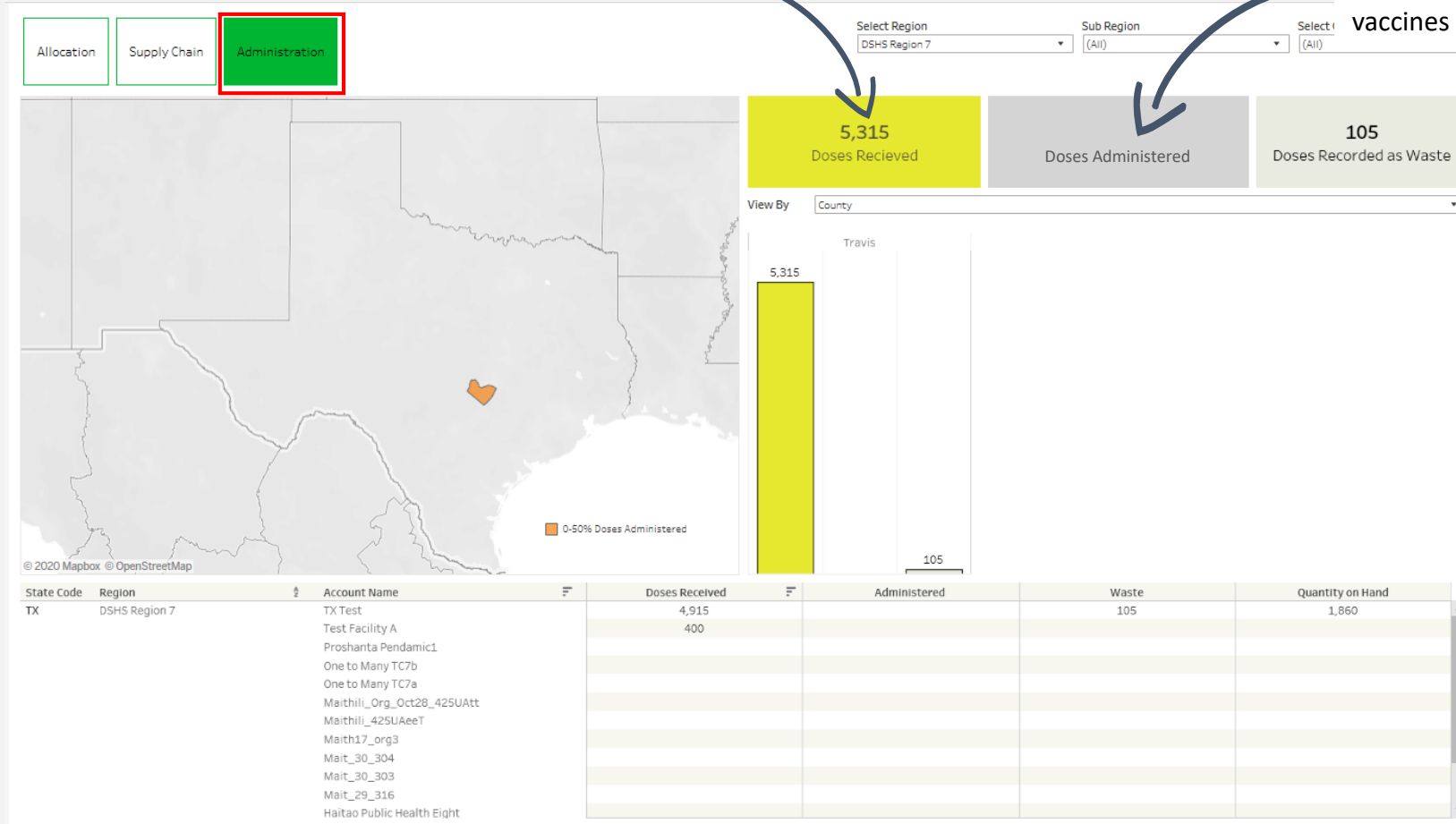


**Doses Accepted** corresponds to the number of doses that are allocated and accepted by providers in VAOS.

# Administration Data

**Doses Received** will be the same amount that it is shown in the *Supply Chain* tab.

This field will display **Doses Administered** once Providers report administration of vaccines in ImmTrac2.



**Doses Recorded as Waste** will reflect the waste reports that Providers input into VAOS.



# Downloading your Data Table Data

1. Click to highlight the **State Code** column in your data table or **select Texas** to capture all data.
2. Select **Download** at the top of your dashboard portal screen.
3. Select **Data** to get an excel file of your region's vaccine metrics.

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State Code	Region	Account Name	Doses Received	Administered	Waste	Quantity on Hand
TX	OSHS Region 7	TX Test	4,915		105	1,860
		Test Facility A	400			
		Proshanta Pandemic1				
		One to Many TC7b				
		One to Many TC7a				
		Maithili_Org_Oct28_425Uatt				
		Maithili_425UaeeT				
		Maithil7_org3				
		Mait_30_304				
		Mait_30_303				
		Mait_29_316				
		Haitao Public Health Eight				

Summary

Showing first 3 rows.  
[Download all rows as a text file](#)

Dimension Swap	Measure Names	Measure Values
Travis	Waste	105.00
Travis	Administered	Null
Travis	Doses Received	5,315.00

Showing first 3 rows.  
[Download all rows as a text file](#)

# Tips and Tricks

- Dashboard data from VAOS and ImmTrac2 will be **updated nightly**. Please note that data may be up to 24 hours out of date.
- **If your organization is also a COVID-19 Vaccine Provider or if you have a Texas Health Trace (THR) account or other account within the HHS Enterprise Portal**, you may need to sign out of your account and log back in with your LHD dashboard credentials to access the dashboard.
- For instructions on how to access the Vaccine Allocation and Ordering System (VAOS) and Provider dashboards, you can review the ***COVID-19 VAOS – How to Access the System*** guide found on the [\*\*COVID-19 Vaccine Management Resources site\*\*](#).

# Have Questions?

For questions about your COVID-19 Vaccine Data Dashboard, please contact us at [COVID19VacMgmt@dshs.texas.gov](mailto:COVID19VacMgmt@dshs.texas.gov)



**TEXAS**  
Health and Human  
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